

## **Historic, Archive Document**

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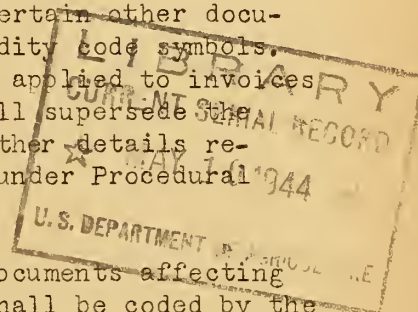
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FINANCE LETTER NO. 14  
Procedural Classification 565

CODING SALES INVOICES AND VOUCHERS

- I. GENERAL: In connection with changes made in the system of accounting and record keeping for commodity operations, there was issued Invoicing Procedure Memorandum No. 5, dated November 23, 1943, which required that on or after December 31, 1943, all purchase and sales contracts, invoices for sales or transfers, and certain other documents would show the applicable seven digit commodity code symbols. To make the system further effective, it shall be applied to invoices and vouchers as provided herein. The new code will supersede the GCP basic code number heretofore in use. For further details regarding the new code, see Finance Letter No. 10, under Procedural Classification 551, 552, Sections I A and II A.
- II. DOCUMENT CODING: Effective immediately certain documents affecting General Commodities Purchase Program activities shall be coded by the office preparing the documents as described below:
- A. Invoices: All commodity invoices shall include the applicable new code as part of the description of each item billed.
- B. Vouchers: All vouchers covering transfers of commodities to other programs and to other agencies, or covering reimbursements to the Program for payments made for other programs or agencies, shall include the applicable new code as part of the description of each item listed thereon.



DISTRIBUTION: Washington Finance Division -  
Chief, Program Accounting Section  
San Juan Fiscal Office  
Fiscal Representative, Honolulu, T.H.

Program Accounting  
Invoicing

(4-26-44)

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FINANCE PROCEDURE NOTICE

Date: 4-26-44

MANUAL CHANGES

Insert Finance Letter No. 14 565

CODING SALES INVOICES AND VOUCHERS. Provides instructions for noting applicable new codes on sales invoices and vouchers affecting General Commodities Purchase Program activities.

  
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Acting Chief Fiscal Officer